

1 February 1997

Civil Engineering

STANDARD INSTRUCTIONS FOR COMPLETING AF FORM 1477

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this operating instruction is to establish procedures for completing AF Form 1477, Construction Inspection Record.

SUMMARY OF REVISIONS:

This is the first publication of CEC OI 32-13, substantially revising DEE OI 89-21.

1. **RESPONSIBILITY:** It is the responsibility of the Chief of Contract Management to ensure this operating instruction is adhered to unless directed otherwise by the Chief of Contract Management.

2. INTRODUCTION:

2.1. The daily record of construction, maintained by the construction inspector, is an essential part of Contract Management and provides a complete and accurate historical record of construction progress. This log is a legal document and is often used to substantiate or disallow contractor claims; as such, it is important to preserve the physical and conceptual integrity of the construction inspection record.

2.2. The integrity of the daily logs can be compromised a number of ways and individuals responsible for completing it must recognize this each time a daily log entry is annotated. Examples include: not completing diary entries promptly after the field observations are made; removing or adding pages to the bound diary; using pencil, felt tip pens or "white-out" to name a few. Project inspectors are charged with completing the daily log entries and must fully recognize the importance of what is being written in each entry.

3. PROCEDURES:

3.1. All contracts, regardless of dollar value, require maintenance of an AF Form 1477.

3.2. All entries onto the AF Form 1477 must be complete, accurate, and made in black ink. No indentations will be used and each line will be completely filled out or lined out. Mistakes can only be corrected by drawing a single line through the mistake and initialing next to the error.

3.3. A diary entry is required for each day that the contractor performs work. Additionally, each calendar day of the contract must be accounted for starting with the Notice to Proceed date.

3.3.1. If no work is performed, a simple statement such as "no work performed this date due to ..." will suffice." It is important to note the reason why no work was performed on a given day (such as weather,

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no approved submittals, government delay, etc.) since each day is accountable under the contract; and if a contractor request a time extension, we must be able to substantiate or refute the time extension requested.

3.3.2. For short periods where no work is performed, a reference on the following day's diary entry is sufficient to cover that period; however, if the contractor is shut down for prolonged periods of time, make a single diary entry to address this entire period.

3.4. Diary entries must be made on the same day the observation is made.

3.5. Unused portions of any section of a diary will be lined out in a "z" pattern.

3.6. Front and inside covers of AF Form 1477 must be filled out completely. Use the non-compliance items section, construction permits section, and submittal section to track each item. In addition to all sections being closely scrutinized by inspection teams (deficiencies having been noted repeatedly), it is also a good management tool, keeping track on innumerable actions and issues associated with construction projects.

3.7. Non-compliance items, in addition to being noted in the daily log entry, should be recorded on the front inside cover in the non-compliance items section. Any item that is referenced as a non-compliance item in the body of the diary must be logged as such in the front inside cover. Each entry made in this section should reference the applicable portion of the specifications, drawings, construction code, etc, and be cross-referenced to the diary entry where a more detailed description of the deficiency is made. Items that are or are not corrected the same day must be logged as non-compliance items. This section of the diary allows you to effectively list and track all deficiencies on the contract.

3.8. The diary must not leave the office and will be maintained in the assigned filing cabinet drawer. Diaries will not be kept at the inspectors' desks, desk drawers, or in field folders.

3.9. Items such as concrete tickets, photos, etc, will not be attached to the diary. These items will be filed along with other material submittals in the contract folder and cross-referenced to the applicable page of the diary.

3.10. Diaries are to be reviewed by the construction management chief or NCOIC and the project engineer weekly.

4. **DEVIATIONS:** Any clarifications, deviations, or changes to this operating instruction must be cleared first through the Chief of Contract Management.

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